



April 20, 2023

INFORMATION  ACTION

**SUBJECT: ANNUAL REPORT GUIDELINES**

**Strategic Plan Priority Area I: Child Health**

Goal: All children thrive by achieving optimal health prenatal through age 5.

**Strategic Plan Priority Area II: Child Development**

Goal: All children birth through age 5 have high-quality, nurturing environments that ensure their learning readiness.

**Strategic Plan Priority Area III: Family Functioning**

Goal: All families have the knowledge, skills, and resources to support their children's optimal development.

**RECOMMENDATION**

First 5 California (F5CA) staff recommends the Commission approve the Annual Report Guidelines proposed for Fiscal Year (FY) 2023–24.

**SUMMARY OF THE ISSUE**

Annual Report Guidelines provide data collection categories and definitions for fiscal and program reporting required by statute. Data collected via annual reporting support messaging about the statewide contributions of First 5 commissions. In preparation for the upcoming fiscal year, staff have updated the Annual Report Guidelines for FY 2023–24 based on consultation with the First 5 Association.

Each year, F5CA staff bring Annual Report Guidelines before the Commission for approval prior to the start of each fiscal year. The California Children and Families Act of 1998 states:

*On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to*

*be used by the county commissions. The state commission shall develop the format in consultation with the county commissions (Health and Safety Code, Section 13050[a]).*

The purpose of the Annual Report Guidelines is to assist First 5 county commissions with fiscal and program data entered into the web-based Annual Report Data System. Aggregated data are then used to write First 5 California's Annual Report shared with the Governor, Legislature, and each county commission at the beginning of each calendar year (Health and Safety Code, Section 13050(b)2). The California Children and Families Act defines three service-related Result Areas: Improved Family Functioning, Improved Child Functioning, and Improved Child Health. A fourth Result Area, Improved Systems of Care, captures system-related efforts of the First 5 commissions. The Act does not explicitly define detail reported within each Result Area such as services. Therefore, the Annual Report Guidelines provide additional categories and definitions to support the annual reporting process.

Three forms in the Annual Report Data System collect fiscal and program information in support of statutory requirements: AR-1 County Revenue and Expenditure Summary; AR-2 Demographic Worksheet; and AR-3 County Evaluation Summary. County Highlight narratives are also collected for inclusion in F5CA's published Annual Report.

Proposed updates to the Annual Report Guidelines for FY 2023–24 include the following:

1. Addition of "Refugee Family Support Funds" and "Home Visiting Coordination Funds" as revenue sources.
2. Addition of "Adverse Childhood Experiences/ACEs" as a service program model (under Result Area 3, Improved Child Health)
3. Other minor instructional and technical updates for users to clarify reporting details

## **SUMMARY OF PREVIOUS COMMISSION DISCUSSION AND ACTION**

The Annual Report Guidelines reflect ongoing collaboration between F5CA and the First 5 Association to provide useful information in support of messaging statewide contributions of First 5 county commissions.

## **FISCAL DETAIL**

Commission funds will not be impacted by adoption of the Annual Report Guidelines for FY 2023–24. Tasks related to annual reporting are expected to fall within typical workloads for F5CA staff.

## **ATTACHMENTS**

- A. Annual Report Guidelines, Fiscal Year 2023–24